



TO MEMBERS OF THE FINANCE AND STAFFING COMMITTEE:

Councillors: M Coombes, R Rotchell (Town Mayor), E Grigg, A Shaw, A Scawn

Staff: L Murphy (Town Clerk).

Dear Members

I hereby give you notice that Finance and Staffing Committee will meet on **Friday 3<sup>rd</sup> May 2024 – Town Hall at 10:00am**

All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

*Laura Murphy*

Laura Murphy, Town Clerk.

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

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1. **To note Councillors present**
  2. **To receive Apologies for absence with reasons**
  3. **To receive Declarations of Interest & Approve Dispensations**
  4. **Public question time** (15 minutes allowed for this)
  5. **To receive and approve the Minutes of Finance & Staffing 2<sup>nd</sup> February 2024**
  6. **To receive Clerk's report inc. Q4 budget to expenditure**  
Update regarding Admin Assistant recruitment
  7. **Agenda Items**
    - a. To **note** Q4 internal control rota
    - b. To **note** Fixed Assets
    - c. To **review** and **resolve** on Ear marked reserves for 2024/25
    - d. To **review** investments and **resolve** on general reserve level
    - e. To **review** insurance
    - f. To **resolve** on new debit card application for L Murphy and J Burnard.
    - g. To **resolve** on breakdown renewal contract for Council Van.
  8. **Public Bodies (Admission to Meetings) Act 1960.**  
To **resolve** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: staffing.
    - a. To **Discuss** Senior Librarian role review.
    - b. To **Note** Admin Assistant resignation.
    - c. To **Resolve** on zero hours contract for Library and Admin Assistant – J Marsh
    - d. To **Resolve** on applicants for Admin Assistant role.
  9. **Items, time and date for next meeting.**

Friday 19<sup>th</sup> July- 10:00- Town Hall